

APPENDIX B
SAMPLE MESSAGE
EXPLOSIVE MISHAP REPORT OR CONVENTIONAL ORDNANCE
DISCREPANCY (REPORT SYMBOL DD-FM&P(AR) 1020(5102)

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1. General

The following format and content is to be used for reporting explosive mishaps or conventional ordnance discrepancy report. Submit as much information as is available. Submit supplementary reports as necessary to supply the missing information when available. OMIT ITEMS THAT DO NOT APPLY OR ARE NOT RELEVANT TO THE REPORT.

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2. Content and Format

(Precedence - normally routine. See paragraph 505b(2) when higher precedence is required.)

FROM: REPORTING ACTIVITY

TO: AIG----- (SEE APPENDIX B PAR. 3)

INFO: (SEE APPENDIX B PAR. 3)

UNCLAS FOUO //N08020// (Normally UNCLAS unless classified information must be included).

SUBJ: EXPLOSIVE MISHAP REPORT OR CONVENTIONAL ORDNANCE DEFICIENCY (REPORT SYMBOL DD-FM&P(AR) 1020(5102) (MIN: CONSIDERED)

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MSGID/GENADMIN/MSG ORIG/SER NO./MONTH//

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REFS: (If follow-up message, refer to prior messages.)
FOLLOW FORMAT IN ACCORDANCE WITH GENADMIN PROCEDURES

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NARR/THIS IS A LIMITED USE SAFETY MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER OPNAVINST 5102.1C.//

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PART I

RMKS/ALFA:

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1. UIC OF REPORTING UNIT (Also list UIC of personnel duty station or property custodian if different from the reporting activity.)

2. REPORT SERIAL NO. (Locally generated sequential number by CY.)

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- R) 3. LOCAL TIME AND DATE OF MISHAP OR DISCREPANCY
4. GEOGRAPHIC LOCATION (If classified give general area.)
5. LOCATION WHERE OCCURRED (Location on ship or activity where mishap occurred.)
- R) 6. EVOLUTION AT TIME (UNREP, MISSILEX, GUNEX, routine maintenance, etc.)
7. SHIP/AIRCRAFT STATUS (Underway, anchored, in flight, normal workday, etc. For mishaps ashore leave blank.)

BRAVO:

1. EQUIPMENT DAMAGED OR DESTROYED (Repeat following items for all systems involved.)

A. EXPLOSIVE SYSTEMS INVOLVED (Repeat following items for all systems involved.)

- (1) NAME, MK, MOD, MODEL
- (2) EIC
- (3) DODIC/NALC (Mandatory)
- (4) NATIONAL STOCK NUMBER
- (5) LOT NO.
- (6) SERIAL NO.
- (7) DESCRIBE DAMAGE

(8) IF DEFECTIVE MATERIAL SUSPECTED, STATE NUMBER OF ITEMS REMAINING IN SAME LOT/BATCH

B. LAUNCH DEVICES (Repeat for all launch devices involved.)

- (1) NAME, MK, MOD, MODEL
- (2) EIC
- (3) NATIONAL STOCK NUMBER
- (4) LOCATION (MOUNT, STATION, ETC.)
- (5) DESCRIBE DAMAGE

C. ASSOCIATED HARDWARE (Fuze setters, fire control director, etc. Repeat for all associated hardware.)

- (1) NAME, MK, MOD, MODEL
- (2) EIC
- (3) NATIONAL STOCK NUMBER
- (4) DESCRIBE DAMAGE

D. BULK/BATCH EXPLOSIVE MATERIAL INVOLVED (Normally applies to quantities of materials not specifically identifiable by weapon system.)

- (1) NAME OF EXPLOSIVES
- (2) WEIGHT OF EXPLOSIVES

E. ALL OTHER DOD PROPERTY

F. NON-DOD PROPERTY

2. EST COST TO REPLACE/REPAIR (Provide a total cost to replace all hardware including man-hours at \$16 per hour.)

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- A. EXPLOSIVE SYSTEM
- B. LAUNCH DEVICE
- C. ASSOCIATED HARDWARE
- D. ALL OTHER DOD PROPERTY
- E. NON-DOD PROPERTY

F. TOTAL DOLLAR LOSS (Must be reported - Include in supplementary message if all dollar values not initially available.)

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CHARLIE:

1. FATALITY, OR EXTENT OF INJURIES OR OCCUPATIONAL ILLNESS (Specify if fatality, missing, permanent total disability, permanent partial disability, or no disability likely. If more than one person involved, information in this section must be explicit as to which specific individual is being described. Repeat items 1 thru 8 for each individual.)

2. AGE/SEX

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3. RANK/DESIGNATOR/RATE/GRADE, JOB TITLE AND EMPLOYMENT STATUS (For employment status, specify USN, USNR, Navy civilian, or other.)

4. DUTY STATUS (On- or off-duty.)

5. JOB OR ACTIVITY INDIVIDUAL ENGAGED IN AT TIME OF MISHAP (PMS, watchstanding, sports, etc.)

6. NUMBER OF MONTHS EXPERIENCE AT THE JOB OR ACTIVITY (This item is to determine the experience the person possessed for the job or activity engaged in.)

7. MEDICAL DIAGNOSIS (Include part of body and type of injury/death. For occupational illnesses, specify the type as outlined in note below.)

8. ESTIMATE OF LOST TIME

A. TOTAL LOST WORKDAYS AWAY FROM JOB

A) B. DAYS ACTUALLY HOSPITALIZED (Repeat for each individual injury)

DELTA: TYPE OF MISHAP (State appropriate type, using definitions in par. 503.)

1. DETONATION

2. INADVERTENT LAUNCH

3. MALFUNCTION

R) 4. OBSERVED DEFECT

R) 5. PERSONNEL ERROR

6. OTHER

7. CHEMICAL AGENT RELEASE

R) ECHO: NARRATIVE (The chain of events leading up to, through, and subsequent to the mishap. Identify if mishap was discovered or induced by the reporting activity. Include as much information as possible to provide a clear understanding of exactly what happened or might have happened including suspected or known causes. List secondary cause if applicable.)

FOXTROT:

1. CAUSE OF MISHAP (State appropriate type: material failure, improper design, environment, personnel error, or supervisory error. If material or design, describe how equipment failed. If environment, state if not stored properly, corroded, etc. If personnel error, supervisory error or improper procedure, complete items 2 through 4 below.) (R)
2. WHAT DID HE/SHE FAIL TO DO? (Correctly operate controls; perform PMS or maintenance properly; recognize hazardous situations; use proper caution for known risk; use protective clothing or equipment; use proper tool or equipment; plan adequately, supervise progress of work; or other.)
3. WHY DID HE/SHE FAIL TO CARRY OUT ACTION OF FOXTROT 2? (Lack of concern/interest; inadequate supervision, distracted or inattentive; haste, overconfidence; emotionally aroused; inadequate knowledge; insufficient experience; fatigue; alcohol; drugs; illness; misunderstanding; design; or other). (R)
4. WHO CAUSED THE MISHAP?
 - A. SUPERVISOR OR FOREMAN, OPERATOR, MAINTENANCE WORKER, OFF-DUTY MILITARY, OTHER, OR UNKNOWN
 - B. RANK/RATE (R)
 - C. QUALIFICATION/CERTIFICATION HELD (Enter Yes/No, or not required to indicate if person holds a current qualification/certification IAW OPNAVINST 8023.2C/MCO 8023.2A (NOTAL) for each person involved in the mishap as a causal factor.)
5. FOR PRODUCTION BASE ONLY (A)
 - A. EFFECTS (A)
 - B. EXPOSURE TO SIGNIFICANT ENVIRONMENTAL CONDITIONS (I.e., EMR, electrostatic, relative humidity, temperature, etc.) (A)

GOLF: RECOMMENDATIONS/LESSONS LEARNED: Based on the above causes for the accident, a recommendation must be given regarding how future mishaps of this or a related type can be avoided. If several factors are involved, be sure to list them. This item is perhaps the most important part of the mishap report, since if good recommendations are implemented,

repetitive mishaps can be prevented. If material/design defect, suggest changes needed for safer equipment. If caused by personnel error, suggest changes needed for safer equipment. If caused by personnel or supervisory error, suggest changes in SOP if appropriate. For incidents affecting the Production Base, list proposed corrective action.

R)
A)

HOTEL:

A)

1. TECHNICAL INVESTIGATION (NOT) REQUESTED (Mandatory) For incidents affecting the Production Base, list type investigation required or planned.
2. ITEM/FRAGMENTS (NOT) AVAILABLE
3. PHOTOGRAPHS (NOT) AVAILABLE
4. SUPPLEMENTARY MSG WILL (NOT) BE SUBMITTED: If the cause, lessons learned, recommendations, dollar loss of equipment damages, etc., are not able to be determined prior to the initial reporting time requirements, it will be necessary to include them and other missing information in a supplementary message.
5. POC FOR ADDITIONAL INFO IS, RANK/RATE, NAME/BILLET DESCRIPTION/PHONE NUMBER IF POSSIBLE//

PART II (Complete only if surface-launched guided missiles are involved)

In case of misfire or duds, if ready to fire light was not illuminated, determine, if possible, which of the following interlocks were not present:

ALFA:

1. LAUNCHER SYSTEM BLAST DOOR CLOSED
2. LAUNCHER SYNC
3. FIRING RAIL LOADED
4. MLC EXTENDED
5. LAUNCHER POINT TO SAFE FIRING ZONE

BRAVO: INTENDED OFF-LOAD DATE OF ITEMS INVOLVED AND ACTIVITY, IF KNOWN

3. ADDRESSEES OF MESSAGE REPORT (For handling mishaps, also include appropriate additional addressees from lists headed Shipping Containers and Handling.) (For all reports affecting research, development or the production base, include the following addressees: Does NOT apply to fleet activity reports.) (A)

DEPT OF DEF EXPL SAFETY BOARD ALEXANDRIA VA
DIRAMC FSA CHARLESTOWN IN
CDRAMCCOM ROCK ISL IL
//AMSMC-SF-P//
COMNAVSEASYS COM WASHINGTON DC
//SEA-665//
DIR AEROSPACE SAFETY NORTON AFB CA
//AFISC/SEV//
DQMSO ATLANTA MARIETTA GA
//DQMSO-SPEC SAF// MT-SS//
CDRNTMC FALLS CHURCH VA*
COMSC WASHINGTON DC*
CINCMAC SCOTT AFB IL*

(A)

Surface Launched Rockets

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVSVC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Air Launched Rockets

TO: AIG 7620 and 423
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNCEN CHINA LAKE CA
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

(D)

Surface Launched Missiles

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNSUPPCEN CRANE IN
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
FLTAC CORONA CA
NAVSHIPWPNSYSENGSTA PORT HUENEME CA
NAVAIRWPNSMAINT UNIT ONE CUBI PT RP
JCMPO WASHINGTON DC*
Chain of Command

Air Launched Missiles

TO: AIG 7620 and 423
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVWPNCEN CHINA LAKE CA
WPNSTA SEAL BEACH CA
JCMPO WASHINGTON DC*
NAVAIRWPNSMAINT UNIT ONE CUBI PT RP
Receiving WPNSTA (Turn in items only)
Chain of Command

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(D)

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Gun Ammunition 3 In. 50 Cal.
and Larger

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVSVC SILVER SPRING MD
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRSMC QAS C (R)//
Chain of Command

*MISHAPS INVOLVING TOMAHAWK MISSILES ONLY

Gun Ammunition Less than 3 In.
50 Cal.

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVORDSTA LOUISVILLE KY
NAVSVC SILVER SPRING MD
NAVWPNCEN CHINA LAKE CA
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
WPNSTA CONCORD CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRSMC -QAS - C (R)//

Small Arms and Landing Force
Ammunition

A) TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
NAVORDSTA LOUISVILLE KY
NAVSVC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Torpedoes, ASROC, and SUBROC

TO: AIG 423 and 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
CONSUBLANT NORFOLK VA
CONSUBPAC PEARL HARBOR HI
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA YORKTOWN VA
WPNSTA SEAL BEACH CA
NAVOCEANSYSCEN SAN DIEGO CA
NAVUSEAWARENGSTA KEYPORT WA
NUSC NEWPORT RI
NAVSHIPWPNSYSENGSTA PORT HUENEME CA
JCMPO WASHINGTON DC*
Chain of Command

Free Fall Weapons Excluding
Mines and Depth Charges

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVSVC SILVER SPRING MD
NAVWPNCEN CHINA LAKE CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
NAVAIRWEPSMAINT UNIT ONE CUBI PT RP
Chain of Command

Mines, and Projector
Charges

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMSUBPAC PEARL HARBOR HI
COMSUBLANT NORFOLK VA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVSVC SILVER SPRING MD
WPNSTA SEAL BEACH CA
WPNSTA YORKTOWN VA
NAVWPNCEN CHINA LAKE CA
COMINWARCOM CHARLESTON SC
Chain of Command

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Pyrotechnics and Chemicals

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMSUBLANT NORFOLK VA
COMSUBPAC PEARL HARBOR HI
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA SEAL BEACH CA
NAVWPNSUPPCEN CRANE IN
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Demolition Material and Bulk
Explosives and Use of EOD Services

TO: AIG 402
INFO: COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVSVC SILVER SPRING MD
NAVWPNSUPPCEN CRANE IN
WPNSTA YORKTOWN VA
NAVEODTECHCEN INDIAN HEAD MD
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

*MISHAPS INVOLVING TOMAHAWK MISSILES ONLY

Shipping Containers and Handling
for NAVSEA Ccg. Items

TO: AIG 402
INFO: COMNAVAIRLANT NORFOLK
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
WPNSTA EARLE COLTS NECK NJ
WPNSTA SEAL BEACH C;
FLTAC CORONA CA
Chain of Command

Shipping Containers and Handling
for NAVAIR Ccg. Items

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVAIRENGCEN LAKEHURST NJ
WPNSTA EARLE COLTS NECK NJ
Chain of Command

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Cartridges and Cartridge
Activated Devices

TO: AIG 7620
INFO: COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
COMNAVSURFLANT NORFOLK VA
COMNAVSURFPAC SAN DIEGO CA
NAVORDSTA INDIAN HEAD MD
WPNSTA SEAL BEACH CA
CDRAMCCOM ROCK ISL IL
//DRSMC - QAS - C (R)//
Chain of Command

Address Indicating Group (AIG) Composition

AIG 7620

ACT: COMNAVAIRSYS COM WASHINGTON DC
SPCC MECHANICSBURG PA
INFO: CMC WASHINGTON DC
A) CNO WASHINGTON DC
COMNAVSEASYS COM WASHINGTON DC
NAVSAFECEN NORFOLK VA
NAVSWC DAHLGREN VA
NAVAVNDEPOTOPSCEN PATUXENT RIVER MD
A) NAVSEACENLANT PORTSMOUTH VA
A) NAVSEACENLANT DET NORFOLK VA
NAVSEACENPAC SAN DIEGO CA
COMPACMISTESTCEN PT MUGU CA

AIG 402

ACT: COMNAVSEASYS COM WASHINGTON DC
SPCC MECHANICSBURG PA
INFO: CNO WASHINGTON DC
CMC WASHINGTON DC
NAVSAFECEN NORFOLK VA
NAVSWC DAHLGREN VA
NAVSEACENLANT PORTSMOUTH VA
NAVSEACENPAC SAN DIEGO CA
NAVSEACENLANT DET NORFOLK VA
COMPACMISTESTCEN PT MUGU CA

AIG 423

D) ACT: COMNAVAIRSYS COM WASHINGTON DC
INFO: NAVSAFECEN NORFOLK VA
A) ASO PHILADELPHIA PA
COMNAVAIRLANT NORFOLK VA
COMNAVAIRPAC SAN DIEGO CA
CNATRA CORPUS CHRISTI TX
CG FMFLANT
A) CG FMFPAC
A) NAVAIRENGCEN LAKEHURST NJ
R) CNAVRESFOR NEW ORLEANS LA
NAVAVNDEPOTOPSCEN PATUXENT RIVER MD
NAVAIRTESTCEN PATUXENT RIVER MD